

TRANSFER STATION REGULATIONS

Effective June 1, 2017

1. Hours of Operations:

- a) The Transfer Station will be open on Tuesday, Wednesday, Friday and Saturday from 7:00 a.m. to 2:45 p.m. year round and seasonally on Sundays from 8:00 a.m. to 11:45 p.m. beginning middle of May through early November. It will be closed all other Sundays, Mondays and Thursdays, unless otherwise authorized by the Director of Public Works. It will also close for the following holidays: January 1st, Martin Luther King Jr. Day, Presidents Birthday, Patriots Day, Memorial Day, July 4th, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the Friday following and Christmas Day.
- b) Off-Hour access into the Transfer Station is prohibited without the advanced authorization of the Director of Public Works. Any sticker holder found trespassing at the Transfer Station during the off-hours to dispose of solid waste, recyclable, bulk items or composting materials will be subject to a fine and/or immediate revocation of Transfer Station disposal privileges.

2. Transfer Station Stickers:

- a) Transfer Station Stickers will only be issued to vehicles of Rockport residents and vehicles of business owners whose businesses are established in Rockport, who own property or those that reside in leased property in Rockport and can verify their status as a lessee. The occupant of each dwelling or business unit, such as exists with condominiums, apartment complexes or business complexes must purchase their own individual sticker. One sticker does not serve all dwelling units or business units in multiple unit properties.
- b) All vehicles entering the Transfer Station are required to display a valid Transfer Station sticker as required by these regulations, or have in their possession and displayed on the dash a Temporary Transfer Station Permit issued by the Director of Public Works. The Transfer Station sticker must be displayed on the lower left corner of the vehicle's front windshield or on the windshield adjacent to the rear view mirror on the driver's side. All prior year stickers must be removed from the vehicle when placing a new Transfer Station Sticker on the vehicle.
- c) Transfer Station Stickers are non-transferable to other vehicles. If you sell or dispose of your vehicle, you must remove the sticker and bring it to the Department of Public Works for the issuance of a new sticker if one is still needed.

3. Solid Waste Disposal:

- a) The Town of Rockport utilizes a Pay-As-You-Throw (PAYT) solid waste disposal program that allows a resident or business to pay a per-unit fee for disposal of the solid waste that they generate and is an effective mechanism for encouraging real waste reduction at the municipal level. This is done through the purchase of PAYT Bags by residents and businesses. This creates a direct economic incentive to recycle more and to generate less waste in order to minimize the amount of bags needing to be purchased.
- b) Sticker holders must contain their trash in Town issued PAYT Bags when disposing their trash into the solid waste trailers. All trash must be contained in the PAYT Bag prior to transporting it into the Transfer Station for disposal. PAYT Bags are sold at the DPW office at Town Hall and authorized retail stores.
- c) Disposal of any large bulky item that exceeds thirty (30) inches in any one measurement requires the purchase of a Bulk Item Coupon for each item being disposed of. Bulk Item Coupons can be purchased at the DPW office at Town Hall or online at www.rockportstickers.cityhallsystems.com or at the Transfer Station during normal business hours. Bulk Item Coupons must be given to the Transfer Station Attendant prior to disposing of the item(s) in the solid waste trailers.
- d) Sticker holders may dispose of small bulky items thirty (30) inches or less in any one direction that cannot be contained in a large PAYT bag by affixing a PAYT Bag to each of these items prior to disposal into the solid waste trailers. See Transfer Station attendant prior to disposing of your item to verify compliance with this regulation.
- e) Sticker holders shall not dispose of any glass, metal, recyclable plastics, cardboard and newspapers that are designated as recyclable materials into the trash trailers. This is a state-mandated regulation and Town by-law. These items shall be loosely deposited in the designated recycling compactor or metals pile.

- f) All solid waste and recyclables being disposed of at the Transfer Station must originate from within the boundaries of the Town of Rockport. Sticker holders who own property or businesses outside the boundaries of the Town of Rockport are prohibited from disposing the solid waste and recyclables generated at those locations at the Rockport Transfer Station.
- g) Sticker holders are prohibited from disposing solid waste, recyclable and composting materials at the Transfer Station belonging to non-sticker holders.
- h) Sticker holders may authorize another sticker holder, however, to transport and dispose of their solid waste, recyclable and composting materials at the Transfer Station by submitting an authorization form obtained at the Public Works Office or downloaded from the Public Works Web Page at www.rockportma.gov/dpw-transfer-station-division. All trash entering the Transfer Station from the transporting sticker holder must be in Pay- As-You Throw Bags.
- i) Any person who disposes solid waste, recyclable and composting materials at the Transfer Station generated from outside the boundaries of the Town of Rockport or from a non-sticker holder will be subject to a fine and/or immediate revocation of Transfer Station disposal privileges.
- j) Property owners of seasonal vacation homes or weekly rentals may choose to have a PAYT Transfer Station Sticker laminated for use by the current occupant for each vacation home or each weekly rental unit of the property owner. Laminated stickers must be presented to the Sticker Check Booth Attendant or displayed on the driver's side dash board.
- k) Temporary Transfer Station Permits are available for a fee to non-sticker holder contractors working for a sticker holder to allow entrance into the Transfer Station to dispose of solid waste, recyclable and composting materials generated by that sticker holder. In order for the contractor to be issued a temporary permit, an authorization form obtained at the Public Works Office or downloaded from the Public Works Web Page at www.rockportma.gov/dpw-transfer-station-division must be signed by the sticker holder and submitted to the Public Works Office for review and approval one business day before the trash is to be transported to the Transfer Station for disposal. A copy of the approved authorization form must be presented to the Transfer Station Attendant prior to disposing solid waste, recyclable and composting materials.
- l) All solid waste being brought into the Transfer Station by a contractor with a Temporary Transfer Station Permit must be contained in PAYT Bags, except those items that are being disposed of with the purchase of a Bulk or Specialty Item Coupon.
- m) Rockport residents and business owners whose businesses are established in Rockport may choose to purchase a Transfer Station Sticker for the established Flat Fee amount that excludes them from the PAYT Program and the requirement to purchase PAYT Bags. Flat Fee Sticker Holders are still required to contain their solid waste in other types of bags to prevent wind swept loose trash from littering the Transfer Station and are still subject to the requirements to recycle glass, metal, recyclable plastics, cardboard and newspapers that are designated as recyclable materials into the recycling compactors. Flat Fee Stickers must be affixed to the windshield of the registered vehicle to be valid for entry into the Transfer Station and will not be laminated for use by others. Please purchase a PAYT Sticker for that purpose. Flat Fee sticker holders are still required to purchase of a Bulk Item Coupon for disposal of any large bulky item that exceeds thirty (30) inches in any one measurement.

4. **Demolition Debris:**

- a) Contractor generated building demolition debris including wood, shingles, sheetrock, doors, windows, concrete, masonry, asphalt etc., is not accepted at the Transfer Station for disposal.
- b) Rockport property owners with a valid Transfer Station Sticker needing to dispose of small amounts of demolition debris generated by them from their property can dispose of the debris into solid waste trailers for an additional fee provided that it is contained in one standard 32 gallon barrel. There shall be a limit of one 32 gallon barrel per day per household. The Transfer Station Attendant must be contacted and all fees paid prior to disposing of demolition debris into the solid waste trailer.
- c) The Transfer Station Attendant has the authority to reject any demolition debris that they consider to be hazardous material or may be cause to have the solid waste trailer that the debris is to be deposited into rejected by the facility receiving the Town's solid waste trailer for disposal.
- d) Small amounts of masonry, brick, stone, asphalt and concrete material that can be contained in a wheelbarrow or other container of similar capacity are accepted at the Transfer Station from Rockport property owners with

a valid Transfer Station Sticker. These materials shall be separated from other demolition debris contained in the 32 gallon barrel so as not to be deposited in the solid waste trailers, but rather shall be disposed of at a separate location designated at the site for this purpose for an additional fee. Larger amounts of these materials, such as asphalt and concrete material from pavement repair projects, are not allowed into the Transfer Station for disposal. The Transfer Station Attendant must be contacted prior to disposal to answer any questions and to pay all fees for the disposal of masonry, brick, stone and concrete materials at the designated location or for information on other disposal options.

5. **Brush & Yard Waste:**

- a) All loads being deposited into the compost pile or the brush pile shall be free and clean of any materials other than compostable brush and yard waste. Only leaves and yard waste shall be deposited in the compost pile, laid loosely and not contained in biodegradable paper bags or other types of bags or containers. Brush and logs shall be deposited in the brush pile only.
- b) Residential households possessing a valid Transfer Station Sticker can dispose of up to 4 cubic yards per day of compost or brush material at no additional charge. Amounts greater than 4 cubic yards per day require the purchase of a Brush & Yard Waste Coupon for each additional 4 cubic yards. When Residential loads require a Brush & Yard Waste Coupon, the coupon must be given to the Transfer Station Attendant prior to disposing of the load(s) into the appropriate piles.
- c) All commercial operations must purchase Brush & Yard Waste Coupons for each 4 cubic yard load of brush and yard waste brought to the Transfer Station. The Public Works Director may restrict quantities of commercial brush and yard waste being brought into the Transfer Station by any commercial operation. Brush & Yard Waste Coupons must be given to the Transfer Station Attendant prior to disposing of the load(s) into the appropriate piles.

6. **Specialty & Bulk Items:**

- a) Gas propane tanks, water heaters, appliances, mowers and other equipment containing metals that are listed in the Transfer Station Fee Schedule in Appendix A of these regulations are considered Specialty Items and require the purchase of a Specialty Item Coupon before disposal of the item into the metals pile or other designated location. Specialty Item Coupons must be given to the Transfer Station Attendant prior to disposing of the item(s). The Public Works Director may limit the number of specialty items being disposed of by any user of the Transfer Station.
- b) Other Non-Metal items that exceed thirty (30) inches in one measurement are considered Bulky Items and require the purchase of a Bulk Item Coupon for a fee in the amount listed in the Transfer Station Fee Schedule in Appendix A of these regulations before disposal of the Bulk Item into the solid waste trailers. The Public Works Director may limit the number of large objects being disposed of by any user of the Transfer Station.
- c) Any sticker holder desiring to deposit a reusable Specialty or Bulk Item at the swap shop instead of the solid waste trailers or metals pile may do so with the approval from the Transfer Station Attendant and after payment of the appropriate fee.

7. **White Goods, Computer Monitors and Television Disposal:**

- a) White goods, such as stoves, refrigerators, washing machines, clothes dryers etc., will be accepted at the Transfer Station for disposal at the designated location after payment of a Bulk Item fee in the amount listed in the Transfer Station Fee Schedule in Appendix A of these regulations.
- b) CRT's such as computer monitors and televisions will be accepted at the Transfer Station for disposal at the designated location after payment of a Bulk Item fee in the amount listed in the Transfer Station Fee Schedule in Appendix A of these regulations.

8. **Metals Disposal & Recycling:**

- a) Transfer Station sticker holders can place non-specialty items containing metals into the metals pile for disposal at no additional fee.
- b) Items in the metals pile are sold to a contract metals salvager. There shall be no unauthorized salvaging in the metal pile.

- c) If desired by the owner of the item, metal items that can be repaired or reused can be deposited outside of the swap shop, left side of the building.

9. SWAP SHOP:

- a) The swap shop is managed by volunteers and will be open subject to the availability of Attendants from the volunteer staff.
- b) The swap shop is a designated area for sticker holders to deposit items that still have use to others.
- c) Televisions, computer monitors and White Goods are not accepted at the swap shop and must be disposed of in the appropriate locations after payment of a Specialty Item fee.
- d) Sticker holders shall not take items intended for the swap shop directly from other sticker holders. Items brought to the Transfer Station intended for the swap shop are to be presented to the swap shop attendant for evaluation and placement for display. The swap shop attendant has the authority to reject any item from being left at the swap shop that is deemed by them to be inappropriate or of limited use.
- e) The swap shop is not intended for those that use the items for merchandising or for salvaging of precious metals. Any sticker holder utilizing the swap shop for these purposes will be banned from participating in the swap shop program and may be subject to loss of Transfer Station privileges for continued violations of this regulation.

10. EXCEPTIONS:

- a) The Director of Public Works is authorized to issue stickers at an appropriate rate to any town, state, federal or public agency official or employee who use their vehicles in performing their duties, and who, in the opinion of the Director, actually needs a sticker for the performance of these duties.
- b) At the discretion of the Director of Public Works, out of Town businesses performing services in Rockport may be issued a temporary Transfer Station permit for each business vehicle as may be needed. While at the Transfer Station, the permit must be clearly visible through the front windshield of the vehicle.

11. PROHIBITIVE ACTIVITIES:

- a) No explosives, tires, barrels, or hazardous materials are to be brought into the Transfer Station for disposal. Hazardous materials include but are not limited to oil based paints, turpentine & paint thinners, any chemicals such as for lawn & garden and household cleaning, pesticides, herbicides and other poisons, anti-freeze, transmission fluid, degreasers and other automotive fluids.
- b) No salvaging or scavenging will be permitted except in the designated swap shop area or except by written permission from the Director of Public Works.

12. LOITERING:

- a) Parking spaces at the Transfer Station are limited, therefore, sticker holders are allowed a maximum of 30 minutes of parking time per day to dispose of their solid waste, recyclable, compostable materials and visiting the Swap Shop.
- b) Loitering at the Swap Shop waiting for new items to come into the swap shop is not allowed.

13. VARIATIONS:

- a) The Director of Public Works is authorized to interpret the regulations and to set temporary regulations necessary to ensure daily solid waste regulation compliance as well as safe and efficient operations.
- b) Interpretive and temporary regulations will be reviewed and incorporated into future regulations as approved by the Board of DPW Commissioners.

***VIOLATION OF ANY OF THESE REGULATIONS IS PUNISHABLE BY A FINE OF \$100.00 or
REVOCATION OF TRANSFER STATION PRIVILEGES***